



City of Albuquerque

Office of the City Clerk

Richard J. Berry, Mayor

Natalie Y. Howard, City Clerk

NOTICE OF RIGHT TO INSPECT PUBLIC RECORDS

By law, under the Inspection of Public Records Act, every person has the right to inspect public records maintained by the City of Albuquerque. The Act also makes compliance with requests to inspect public records an integral part of the routine duties of the officers and employees of the City of Albuquerque. It is the responsibility of the City to make public records available for inspection.

Requests to inspect public records should be submitted to the Office of the City Clerk, 600 2nd Street NW, Plaza del Sol Building 7th Floor, Albuquerque, New Mexico 87102, (505)924-3650 or e-mail: cityclerk@cabq.gov. Citizens may also request records from the Departmental Records Custodians found here <http://www.cabq.gov/clerk/public-records>.

A person desiring to inspect public records may submit a request to the records custodian orally or in writing. However, the procedures and penalties prescribed by the Act apply only to written requests. A written request must contain sufficient contact information for the person making the request, including name and either a mailing or email address and telephone number. The request must describe the records sought in sufficient detail to enable the records custodian to identify and locate the requested records.

The City will provide a copy of a public record in an electronic format if the record is available in an electronic format and an electronic copy is specifically requested. However, the City will provide the electronic record in the file format in which it exists at the time of the request.

The City must permit inspection immediately or as soon as practicable, but no later than fifteen (15) calendar days after the records custodian receives the inspection request. If inspection is not permitted within three (3) business days, the person making the request will receive a written response explaining when the records will be available for inspection or when the City will respond to the request. If any of the records sought are not available for public inspection, the person making the request is entitled to a written response from the records custodian explaining the reasons inspection has been denied. The written denial shall be delivered or mailed within fifteen (15) calendar days after the records custodian received the request for inspection.

If a person requesting inspection would like a copy of a public record, the City may charge a reasonable fee. The City may charge up to \$0.50 per page per Administrative Instruction 1-7. The City may charge the actual costs associated with downloading electronic records to a disk or storage device as well as for the actual costs associated with transmitting copies by mail, facsimile, or other method. The fee for a CD or DVD is \$6.75. The City may request that applicable fees be paid in advance, before the copies are made. A receipt indicating that the fees have been paid for making copies of public records will be provided upon request to the person requesting the copies.